

## **Minutes of the Human Resources Committee**

**Tuesday, March 18, 2014**

Chair Paulson called the meeting to order at 1:00 p.m.

**Present:** Supervisors Duane Paulson, Pauline Jaske, Mike Crowley, Dan Draeger, Jennifer Grant, and Kathleen Cummings.

**Also Present:** Chief of Staff Mark Mader, County Board Supervisor Dave Zimmerman, County Board Write-in Candidate Christine Howard, Principal Risk Management Analyst Mark Jatczak, Principal Human Resources Analyst Terri Sgarlata-Lutz, Human Resources Manager Jim Richter, and Budget Specialist Bill Duckwitz. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 2-20-14**

MOTION: Crowley moved, second by Draeger to approve the minutes of February 20. Motion carried 6-0.

### **Chair's Executive Committee Report of 3-17-14**

Paulson highlighted the following items from the last Executive Committee meeting.

- Discussed Ordinance 168-O-100 which passed unanimously and is also on this agenda (see page 2). The City of Waukesha has not yet decided if they will join the on-site medical clinic.
- Discussed the audit of the Jail Division and Criminal Justice Collaborating Council Alternatives to Incarceration programs.
- Approved three appointments.

### **Schedule Next Meeting Date**

- April 1

### **Year-end Report on Workers Compensation Claims**

Jatczak discussed the report titled "Workers Compensation – 2009 to 2013 Claims History Summary." A total of 90 claims were opened in 2013 and 45 remained open at year-end. The total incurred was \$484,540. Since 2009, a total of 517 claims have been opened, 62 remained open at year-end 2013 and the total incurred was \$4,424,985. Jatczak said 2013 was a very good year. Compared to 2012, costs were down 42% and the number of injuries was down about 30%. Typically, five departments drive workers compensation costs and four of those showed a decrease in costs and injuries compared to 2012. He went on to highlight some of the larger claims that opened and closed. To answer Paulson's question which pertained to this snowy/icy winter, Jatczak said he was surprised that the number of slips and falls were also down.

MOTION: Draeger moved, second by Cummings to accept the year-end report on workers compensation claims. Motion carried 6-0.

### **Annual Report on Performance Evaluations and Rewards**

Richter and Sgarlata-Lutz were present to discuss their reports as outlined. In 2013, the total cost for base and non-base awards was \$732,627 (\$629,350 in 2012). The total possible cost if everyone

received maximum base and non-base awards would have been \$1,199,465 (\$1,019,947 in 2012). The budgeted amount was \$779,000 (\$640,000 in 2012). A total of 362 employees were eligible (332 in 2012). Staff went on to review 2013 performance/evaluation ratings and awards for all employees per department (aggregate).

MOTION: Crowley moved, second by Jaske to accept the annual report on performance awards and rewards. Motion carried 6-0.

**Ordinance 168-O-100: Approve Intergovernmental Agreement Between Waukesha County, City Of Waukesha, And Waukesha School District Regarding Shared On-Site Medical Clinic**  
Richter explained the intergovernmental agreement as outlined for the on-site medical clinic which has been discussed in length at previous meetings. Richter said the agreement sets forth how we, as partners, will manage and operate the clinic.

Richter said capital, start-up, facility/grounds, and operating costs and revenues will be shared: 40% (County), 44% (School District), and 16% (City) and is based on the proportion of eligible participants from each organization. The County will own and maintain the facility. These costs are projected to be offset with lower health care costs but if for some reason they are not, those costs will be split 40%, 44% and 16% also. The clinic provider, Healthstat, will separately bill each party for their share of vendor contract costs. The County will pay start-up and capital costs in 2014 and is reflected in the 2014 budget. The County will bill the School District and City for their share of these costs over a four-year period from 2015-2018. Jaske was concerned the County will not be charging the City or School District interest.

Richter indicated an advisory council will be created to oversee the administrative and operational aspects of the clinic. Each organization will have one representative on the council and it has been determined, initially, that the City Administrator, Superintendent of Schools, and County Director of Administration will serve on the council. Council meetings will be subject to open meeting laws including agendas and minutes. Paulson said it is his understanding that the three members of the council cannot expand or reduce the clinic without approval from the three partnering organizations. Richter concurred. Paulson advised each council member will have one vote so there is balance. Richter said after two years the council will evaluate utilization and if one organization is utilizing the clinic much more heavily than the others, perhaps they may pay a larger portion of the costs.

Crowley asked how do we ensure this clinic does not become a mandatory provider for employees. Richter said it was never designed to be a mandated clinic and he does not anticipate it ever will be. However, that particular verbiage would not be part of this type of agreement. Each organization will still decide their own health plan designs. Richter said our employees will use the clinic and their primary care physicians and we want that to continue. UnitedHealthcare is the County's third party administrator and if the County went on its own we would have no ability to leverage provider discounts. We need to stay part of that and connected to that system. Jaske and Cummings were concerned that verbiage about the clinic never being mandatory was not in writing. Jaske said because of that, the clinic could become mandatory by one or more organizations at some point. Richter said while it is possible because it is not in writing, it is a "hypothetical improbability." To answer Jaske's concern about purchasing new equipment for physical therapy and other services, Richter said those costs are small and would be split 40%, 44% and 16%. Most of the equipment and furniture left behind when Public Health moved to the new building will be repurposed and

reused in the clinic. Healthstat agreed it should be reused when they toured the building and this will save a significant amount of money.

To answer Grant's question, Richter indicated if the City chooses not to participate, the agreement will be rewritten and brought back to the School District and the County for approval.

MOTION: Crowley moved, second by Draeger to approve Ordinance 168-O-100. Motion defeated 3-3. Jaske, Cummings, and Grant voted no.

**Motion to Allow Secretary Jaske to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee**

MOTION: Draeger moved, second by Cummings to allow Secretary Jaske to approve the final set(s) of minutes. Motion carried 6-0.

**Public Comment**

Howard introduced herself as a write-in candidate for County Board Supervisor, District 11.

MOTION: Draeger moved, second by Cummings to adjourn at 2:24 p.m. Motion carried 6-0.

Respectfully submitted,

Pauline T. Jaske  
Secretary